

# SHANGHAI AMERICAN SCHOOL

## JOB DESCRIPTION

**TITLE:** COUNSELOR, HIGH SCHOOL, PUXI CAMPUS  
**SCALE:** TEACHER SALARY SCALE  
**CONTRACT DAYS:** UP TO 191 DAYS (+ 8 additional days as needed)

### POSITION SUMMARY:

As a member of the counseling team, effectively implement a counseling program that meets the developmental, emotional, social and academic requirements of the student body and that enables students to experience success in all aspects of their lives.

### SUPERVISED, EVALUATED BY & REPORTS TO:

The High School Principal (primary)/Director of Student Support Services (secondary)

### QUALIFICATIONS & SKILLS:

- Masters degree in Arts or Education;
- American Certification in School Counseling;
- Previous Counseling experience, preferably overseas High School Counseling;
- Understanding of the Multitiered Systems of Support (MTSS);
- Demonstrated excellent working relationships and rapport building with faculty, parents, and children;
- A team player with demonstrated strong organization, communication, and creative problem-solving skills.
- Experience with an international and multi-cultural clientele; awareness and sensitivity about cultural differences regarding learning, social-emotional, and behavioral needs.

### PERFORMANCE RESPONSIBILITIES:

- Provide social emotional and academic advising for an assigned case load.
- Deliver a comprehensive guidance curriculum that is targeted to the developmental needs of specific grade levels.
- Implement a tiered intervention model to provide targeted support for students in need of additional social-emotional and academic support.
- Participate in the schools Systems of Support for All Learners and lead as delineated the referral process.
- Serve on the School's Crisis Management Team and provide counseling assistance throughout the School as requested.
- Meet regularly with Heads of Year, advisors, and teachers so that student concerns are expeditiously addressed.
- Work with other divisional counselors to support the transition of students to SAS.
- Act as a resource for both teachers and parents in adolescent counseling and mental health issues.
- Work closely with the Learning Support and EAL teachers.
- Assist in responding to child protection cases.
- Assist the Principal during the admissions process.
- Assist the Principal in developing and sustaining a positive climate among students.
- Maintain accuracy and professional confidentiality in all matters pertaining to student and staff counseling issues and records.
- Other duties as assigned.

**SAS BELIEVES:**

- That each employee makes a significant contribution to our success,
- That contribution should not be limited with the assigned responsibilities.

Therefore, this position description is designed to outline primary duties; qualifications and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.